

ANNOUNCEMENT NUMBER: 15-28

OPEN TO: All interested candidates

POSITION: Supply Supervisor
FSN-08; FP-6

OPENING DATE: 08/24/2015

CLOSING DATE: 09/07/2015

WORK HOURS: Full Time (40 hours per week)

SALARY: Actual salary and grade will be based on the qualifications of the applicant.

ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION. **For complete details click on:** <http://Niamey.USEmbassy.gov>

The U.S. Embassy in Niamey is seeking applications from **qualified individual** for the position of **Supply Supervisor** in the General Services Office (GSO) section.

BASIC FUNCTION OF POSITION:

Responsible for the direction and management of all aspects of the supply program for the Department of State and maintains the inventory of both expendable and non-expendable property. The incumbent directly supervises three (3) Storekeepers, two (2) Receiving Clerks, one (1) NXP inventory Clerk, one (1) warehouse driver and oversees the work of seven (7) Warehousemen.

A complete position description is available in HR office.

QUALIFICATIONS REQUIRED:

NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

Education: Completion of college level studies to the level of an earned degree in business administration or similar courses is required.

Prior Work Experience: Three years of progressively responsible experience in the supply field (or another field closely related to supply, such as warehousing, property management, etc.), and a minimum of 2 years direct supervision are required.

Language proficiency: Level IV (Fluent) Speaking//Reading/Writing English and French are required. Level III (Good Working Knowledge) speaking in Hausa and Zarma are required. **English language proficiency will be tested.**

Knowledge: Thorough knowledge of Department of State and associated agency supply needs, instructions, and procedures as well as GSO catalog and ordering procedures. Must be able to manage and maintain an adequate stock supply for Post's needs. General knowledge of Mission offices and procedures.

Skills and Abilities: Must have management and organization skills to supervise the supply/warehouse program efficiently. Must be tactful, yet effective in dealing with Embassy personnel, especially concerning household furnishings and equipment. Must possess good organizational and coordination skills. Must have strong writing and computer skills, especially in MS Word, Excel and Outlook.

SELECTION PROCESS

When fully qualified, US Citizen Eligible Family Members (USEFMs) and US Veterans are given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

ADDITIONAL SELECTION PROCESS

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving an initial probationary period are not eligible to apply.
3. Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. Currently employed US Citizen AEFMS who currently hold a Family Member Appointment (FMA) appointment are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
5. Currently employed NORS hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.
6. The candidate must be able to obtain and hold a non-sensitive security clearance.

TO APPLY

Interested Candidates should submit the following:

1. Universal Application for Employment as a Locally Employed Staff or Family Member (DS-174) available at: <http://Niamey.USEmbassy.gov>;or
2. A current résumé or curriculum vitae that provides the **same information** as the Universal Application for Employment (see Appendix B);or

A combination of both; i.e. Sections 1 -24 of the Universal Application for Employment along with a listing of the applicant's work experience attached as separate sheet; plus

3. Candidates who claim U.S. Veterans preference must provide a copy of their form DD-214 with their application. Candidates who claim conditional U.S. Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.
4. Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

SUBMIT APPLICATION TO

Attention: Human Resources Office
American Embassy
BP 11201
Niamey, Niger or by e mail HRONiamey@state.gov

POINT OF CONTACT

Human Resources Office
Telephone: (227) 20-72-26-62, Ext. 4146/4479

Applications must be received by the closing date.

CLOSING DATE FOR THIS POSITION: 09/07/2015 at 17:30

The U.S. Mission in Niamey provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

U.S. Mission Niamey is a drug-free work environment.